



Civilian Review Board Standing Rules

Scope:

The City of South Salt Lake Civilian Review Board (CRB), in accordance with the City of South Salt Lake (SSL) Ordinance 2022-10, dated 24 February 2022, has adopted the following set of Standing Rules. These Standing rules are based upon Robert's Rules of Orders, with modifications to fit the needs of the CRB.

The CRB Standing Rules provide guidance and direction for the performance of the Board's duties, and shall be governed by all applicable state statutes, city ordinances, and city policies and procedures.

SECTION 1 – Calendar and Agenda

1.1 - Calendar Meeting Dates:

Regular Meetings will be held on the 1st Monday of the month, unless that Monday falls on a government recognized holiday. Then the meeting will move to the 2nd Monday of the month. Regular Meeting will begin at 6:30pm, unless otherwise noted on the agenda.

Meeting Agendas shall be posted on the City of South Salt Lake website and the Utah Public Notice Website at least one day prior to the meeting, in accordance with the Utah Open Public Meetings Act, § 52-4-204, §52-4-205, and § 52-4-206.

Special or Emergency Meetings may be scheduled as needed. Notice shall be put on the Public Notice Website one day prior to the meeting, in accordance with the Utah Open Public Meetings Act.

Regular Meetings may be held electronically or canceled when an in-person meeting would be a safety or security hazard for Members of the CRB or the public, as requested by the Facilitator. Meeting Agendas will be updated with the access link as soon as feasible.

1.2 - Agenda

Welcome and Introductions will be conducted by the Chair, Vice Chair (VC), or appointed Facilitator and the meeting will be brought to order at 6:30pm. Each CRB Member will say their name for the record.

Citizen Comments and Questions shall not take longer than 30 minutes' total time. Each citizen is allowed 3 minutes. The citizen shall state their name and city in which they reside for the record, followed by their comment or question. Comments shall be civil in decorum. All comments shall be directed to the Board. During the comment period, no person shall be allowed to comment more than once. Speakers should not expect any debate or dialogue with the Board or City Staff during the meeting. If follow up is required, the citizen may email details to the Vice-Chair or designated point of contact.

If time allows, there may be discussion by the CRB, but no vote on citizen comments or questions will occur in the meeting. The topic may be moved to unfinished business and may be assigned to the next month's agenda.

Citizens are allowed to record the open meetings, so long as it doesn't interfere with the meeting.

If a citizen has documents, written statements, or other items of information that need to be presented or reviewed by the CRB, do not approach the dais. They are to give the items to a

Civilian Review Board Standing Rules

Member of the City staff, who will then distribute the materials to the CRB following agenda items.

Approval of Minutes - The Chairperson (Facilitator) will ask if there are any changes or corrections to meeting minutes presented. When changes and corrections have been made, the Facilitator will ask for a motion and second to adopt the minutes as corrected, and a voice vote will be taken. Once the minutes have been adopted pursuant to a vote of the Board, no alterations can be made and they are the official record of the meeting.

Action Items shall be discussed, voted on, or moved to unfinished business, in the order they are placed on the meeting agenda. Action Items may be adjusted due to logistics, pending information or persons, and such changes will be decided and announced by the Facilitator.

Unfinished Business from the previous meeting may be added to the agenda, discussed, and voted on as necessary.

Closed Meeting - When required, the Facilitator will bring forth to the CRB a motion to close the Meeting, in accordance with the Utah Open Public Meetings Act as provided in U.C.A. §52-4-205. Closing a meeting requires an affirmative roll call vote of $\frac{2}{3}$ of the Board Members present at such meeting. Closed meetings may only be held for the discussion of the character, professional competence, or physical or mental health of an individual.

If the Board closes a meeting in accordance to U.C.A. §52-4-205, the Facilitator shall sign a sworn statement affirming that such was the sole purpose for closing the meeting.

Adjournment will be brought forth by the Facilitator and voted upon.

Meeting Minutes will be recorded electronically in accordance with the Utah Open Public Meetings Act. Meeting minutes will be available on the Utah Public Notice website within three days after the meeting minutes' approval vote. All meeting minutes are available to the public.

Section 2 – The Civilian Review Board Members

2.1 - The Board and Responsibilities:

Civilian Review Board (CRB) Members are appointed by the Mayor for a 2-year term, with the exception of half of the CRB appointed and starting in 2022. There are 7 regular voting Members, 2 alternate Members, 1 advisory Member.

Chair is elected at the first meeting of the new calendar year.

Vice-Chair (VC) is elected at the first meeting of the new calendar year.

Resignations must be in writing to the Chair and the Mayor's office.

A CRB Member may be removed from the Board with or without cause by the Mayor.

The CRB will not have a line of succession.

Transition of elected CRB Members shall occur by the second meeting of the year. The Past Chair and Past VC shall hand over any reference materials pertaining to the respective office, within two(2) weeks. These reference materials may include, but are not limited to: contacts, items in process, training schedules, etc.

Civilian Review Board Standing Rules

2.2 - The Chair

The Chair will preside at all meetings of the CRB. The Chair shall not make or second a motion.

The Chair shall sign:

- all official minutes and documents of CRB meetings after meeting minutes have been approved,
- all correspondence determined by the CRB Members to be representative of the group as a whole,
- sworn statements affirming the reason for a closed meeting was to discuss character, professional competence, or physical or mental health of an individual, as per the Utah Open Meetings Act, and
- Decisions to cancel or to hold electronic meetings.

The Chair shall receive all messages and communication from the Mayor addressed to the CRB and shall be responsible for conveying all such communications to the other CRB Members.

In the absence of the Chair, or upon their inability to act, or at the request of the Chair, the VC or assigned Facilitator shall assume the duties and authorities of the Chair.

A CRB Member will facilitate the meeting and may sign all documents identified in these Standing Rules, for agenda items where final actions were taken.

An annual calendar of Facilitators will be presented by the City Staff, which will be voted on and approved by the CRB at the first meeting of the Calendar year.

2.3 - Vice Chair

Vice Chair (VC) - The VC shall assist with drafting quarterly and annual reports, in accordance with §2.70.090 of SSL ordinance 2022-10.

The VC will be the point of contact for follow up with public comments.

2.4 - Member Responsibilities

Attendance - If a CRB Member cannot attend a scheduled meeting, they should notify the Chair or VC who will then notify the alternate CRB Members, as soon as feasible. Members are expected to attend 80% of scheduled meetings to ensure they are up-to-date in CRB business.

Communication will primarily be accommodated by email and verbal discussion. However, the use of texts, phone calls, and non-quorum meetings may be utilized, for non-voting, non-public information. All official CRB business shall be conducted in person during meetings or via email.

Members of the CRB shall review reports, records, and other documents pertaining to the use of force incidents in accordance with §2.70.090 of ordinance 2022-10.

All CRB Members are to read the Use of Force Reports by the Monday before the next scheduled meeting, or as soon, thereafter, as new reports are added.

CRB Members will be given assignments and tasks to help with ongoing projects.

Civilian Review Board Standing Rules

Trainings may include, but are not limited to:

Ethics	Utah Public Meeting Act
Benchmark	NACOLE
Two or more ride-alongs per year	GRAMA
Use of Force	TAC
SSL Police Policies and Procedures	

Conduct - CRB and the public will avoid engaging in private discourse, during the meeting, or committing any other act(s) that may distract attention from the proceedings, or which may interfere with any person's right to be heard after recognition from the Facilitator. Using the 'request to speak' button on the Member's podium for comments will help keep the meeting professional and orderly.

Members of the CRB shall avoid personal attacks and restrict comments to the issues before the Board. CRB Members will commit to applying tools and training to reduce internal bias and maintain integrity throughout their time appointed to the Board.

Violations of conduct or decorum, by a CRB Member, shall be resolved by the Mayor.

Conflict of Interest – If a Member of the CRB has a conflict of interest with a case before the Board, they shall recuse themselves from discussion and voting, for the duration of that case. Conflict of interest may be defined as but not limited to:

- o knowing the citizen or officer involved in more than a professional capacity, or
- o a situation arises in which a person is in a position to derive personal benefit from the actions or decisions made in their official capacity.

Confidentiality - All information shared, disseminated, discussed, etc. in a closed meeting will stay confidential and will not be shared with the public as per the Utah Open Meeting Act.

Public Comments – Members of the CRB will not comment to the public as Members of the Board, except as per signed statements deemed to be representative of the Board.

Use of Power – A CRB Member shall not use the power of their office to seek or obtain special advantage.

Section 3 - Voting

Quorum is the assembly of four (4) CRB Members. A quorum shall be required for voting.

Any Member of the CRB may introduce a topic for discussion before the Board's vote, including the Chair.

A motion to vote may be made by any non-Chair CRB Member. A motion must include the fact that they are presenting a motion for voting and what the motion is titled.

A second to the motion may be made by any remaining non-Chair voting CRB Members.

When the vote is taken, the Facilitator will vote last.

Date of Approval:

10 July 2023 as Voted on by the Board. See meeting minutes.

Civilian Review Board Standing Rules

Point of Order is used when there is a breach of rules by a CRB Member.

The CRB Members shall vote by voice or roll call, for the record.

- Voice Vote is when all CRB Members state “yes”, “yeah”, or “no” at the same time, and may be used on non-controversial agenda items.
- Roll Call Vote is when each CRB Member votes individually. A roll call vote will be used on controversial agenda items. A Roll Call vote is required to go to a Closed Meeting.

CRB Members shall be present at the meeting to vote. If a CRB Member cannot be present for an in-person meeting, an Alternate Member will be designated as a voting Member for that meeting. A CRB Member who can't attend may be able to listen to and participate in the conversation electronically, but the Alternate Member will remain the voting Member.

There will be no secret ballots or vote by proxy.

On the occasion of a non-unanimous vote, the Facilitator may ask any CRB Member why they voted a certain way. At the conclusion of a vote, any CRB Member may state a ‘point of personal privilege’ and give an explanation of their vote.

In the event of a tied vote, the motion fails. The minimum number of “yes” votes required to pass an item, or to take any action by the CRB, unless otherwise prescribed by law, is four (4), as per the Utah Code Administration §10-3-507.

Section 4 - Conduct of Citizens

Citizens and attendees at the CRB meeting(s) are hereby instructed to avoid personal attacks, demonstrations, or outbursts.

When speaking to the Board, all persons shall confine their remarks to the topic under discussion. Comments, concerns, and suggestions will be pertinent to the CRB, policing, and citizen engagement. Anyone engaging in discussion beyond the scope of the meeting agenda may be ordered to stop by the Facilitator, and no further discussion will be allowed by said person.

Section 5 – Reports and Recommendations

All Reports and Recommendations, made by the Chair, from the CRB pertaining to use of force, statistics, and annual and quarterly reports will be voted on and approved by the CRB, before being sent to the Mayor, City Council, Chief of Police, or posted on the website.

Section 6 - Supplemental

This document shall be reviewed a maximum of three (3) years from the date of approval, or when there are changes in policies or procedures, ordinance, or statutes.

This document shall be available to the public.